

Vacancy Announcement # 04/06/33

POSITION: LABORER, FSN-1 (OR); FP-DD,(EFM/MOH/NOR)*

OPEN TO: All Interested Candidates

OPENING DATE: June 18, 2004

CLOSING DATE: July 2, 2004

WORK HOURS: Full-time - 40 hours per week

The U.S. Embassy is seeking an individual for the position of Laborer in the General Services Office (GSO).

Basic function of Position

Working alone, or as a member of a labor group, performs various kinds of unskilled manual labor tasks, including, but not limited to, the following examples. Moves furniture and lifts, carries, and moves other light to heavy objects from place to place. Sweeps and washes walks and driveways. Performs janitorial duties throughout office areas including hallways and toilets facilities. Removes, refuse and debris from grounds and working areas. Assists skilled trade's workers by carrying, holding, lifting, and moving tools and materials as required. Moves cartons and boxes from one location to another. May be detailed to work in any section of the Embassy that may need labor assistance. Uses hand trucks, wheelbarrows, shovels, brooms, and simple hand tools as necessary.

Qualifications required

1. **Required Education:** Completion of Secondary School is required.
2. **Required Prior Work Experience:** 6 months of janitorial experience is required.
3. **Language Requirement:** Level I English and level II Spanish is required.
4. **Knowledge required:** Training is on the job.
5. **Skills and Abilities:** Ability to work fast, thoroughly and efficiently. Ability to follow orders promptly. Physical demands are the ability to lift 25kg such as large shredder bags, equipment and boxes for disposal. Bending, stooping and reaching are an everyday function.

Selection Process

When equally qualified, Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

Additional Selection Criteria

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period of one calendar year from date of initial encumbrance of position are not eligible to apply.
3. Currently employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 days of their employment.

To Apply

Interested candidates for this position should submit the following:

1. *For applicants from within the Mission - Application for Employment*, please contact the Human Resources Office, extension 2169 for these forms;
2. *For applicants from outside the Mission - A current resume or curriculum vitae with a cover letter.*
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Submit Application to:

Human Resources Office
Av. La Encalada block 17, Monterrico, Surco
3rd floor

Point of Contact:

Telephone: 618-2169
Fax: 434-1302

Definitions

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- ♦ US Citizen
- ♦ Spouse or dependent who is at least age 18
- ♦ Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- ♦ Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
- ♦ Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFMs of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE: July 2, 2004

The U.S. Government is an equal employment opportunity employer. All applicants will be considered based on their experience and qualifications.

NOTE: All applicants who are not the Family Members of USG employees officially assigned to post and Under Chief of Mission Authority must be RESIDING IN COUNTRY and have the required work and/ or residency permits to be eligible for consideration.

Traducción no oficial

OBRERO

Principales deberes y responsabilidades:

Capaz de trabajar sólo, o como miembro del grupo de trabajo, realiza diversas clases de trabajo manual, incluyendo, pero no limitado a los siguientes ejemplos. Mueve y levanta muebles, transporta y mueve objetos ligeros y pesados de un lugar a otro. Barre y lava los corredores. Realiza trabajos de limpieza en todas las oficinas, incluyendo los corredores y baños. Traslada los basureros y despojos desde el suelo y de las áreas de trabajo. Ayuda a los trabajadores especializados a cargar, sostener, levantar y mover herramientas y material cuando sea requerido. Mueve cajones de embalaje o de depósito y cajas de cartón de un lugar a otro. Puede ser designado a trabajos en cualquier lugar de la Embajada en que se necesite asistencia. Utiliza carretillas de mano, y otro equipo de acarreo, palas, escobas y herramientas de mano simples y necesarias.

Educación: Se requiere haber concluido educación secundaria.

Experiencia previa de trabajo: Alguna experiencia como Empleado(a) de limpieza.

Conocimiento del idioma: Nivel I de Inglés (rudimentario), español II (limitado).

Habilidades y aptitudes: Habilidad para realizar trabajos físicos arduos y habilidad para levantar objetos pesados, cajas y muebles.

Para las personas interesadas en postular:

Enviar curriculum con carta de presentación dirigida a la Oficina de Recursos Humanos.

Para los empleados de la Embajada interesados en postular:

Por favor contactar la Oficina de Recursos Humanos, anexo 2169, para formulario de aplicación.

Plazo para postular: 2 de julio de 2004.